

Description of Record Categories Issued February 1993 Revised June 1993 Revised August 1997

Category Code	Record Category / Sub-category	Retention Period
A0560	ACCIDENT/INJURY REPORTS	C+1
	Accident Reports	
	Emergency Response Team - Incident Report	
A0570	ACCRUALS, YEAR-END	C+1
	Accruals, Year-End	
A0150	ADMINISTRATIVE	C+2
	Affirmative Action	
	COE - Cooperative Education Evaluations	
	Contingency Planning	
	Diversity	
	Employee Recreation Association (ERA)	
	Holiday Schedules	
	Lease Data, Expired	
	Overtime Sheets	
	Phone Orders	
	Postage Reports (PED)	
	Receiving Tickets	
	Security Audits	
	Shipping Requests	
	Summer Employment	
	Sundry Orders	
	Travel Records	
	Trip Reports (general)	
	Tuition Requests/Refunds	

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	Uniform Allowance	
	Union Activities (RBO)	
	Vacation Schedules	
	Vehicle Logs/Maintenance	
	Vendor Reports	
	Visitors & Tours	
	Work Orders	
A0350	APPLICATIONS/RESUMES	C+1
	Resumes/Interview Notes	
A0580	ASSET DISPOSALS	ACT
	Asset Disposals	
A0470	ASSOCIATIONS & MEMBERSHIPS	C+1
	Associations & Memberships (Corporate)	
A0630	ATTENDANCE REPORTS	C+2
	Absentee Reports	
	Timesheets	
A0502	AUDIT REPORT	C+7
	Asset Transfers (Warehouse)	
	Asset Transfers (Non-Warehouse)	
C0010	CALENDARS/DIARIES/DAYTIMERS	C+1
	Calendars/Daytimers/Diaries/Time:Text	
C0020	CAMPAIGNS/PROGRAMS/SPECIAL EVENTS/AWARDS	C+2
	Action Cost Team Correspondence	
	Awards, Honors, and Prizes	
	Campaigns (UWGR, Blood Drive, etc.)	
C0070	CAPITAL FORECASTS/CAPITAL EXPENDITURES	C+3
	Capital Budgets	
	Five Year Capital Forecasts	

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C1030	CHEMICAL WASTE MANIFEST Chemical Waste Manifests	C+5
C1020	CIGARETTE DISTRIBUTION (FACTORY SMOKES) Cigarette Distribution (Factory Smokes)	C+5
C0550	CONFERENCES & SEMINARS Meetings and Conference Notes, Informal Seminars and Conferences Staff Meetings	C+3
C0650	CONTRACTS & AGREEMENTS — OFFICIAL COPIES	ACT+6
C0651	CONTRACTS & AGREEMENTS — UNOFFICIAL COPIES Confidentiality Agreements Leases/Contracts Non-Disclosure Agreements (Detailed) Non-Disclosure Agreements (Routine)	ACT
C0770	CORRESPONDENCE Correspondence, General	C+2
E0530	EPA WEEKLY INSPECTIONS EPA Waste Storage Weekly Inspections	C+1
E0540	ENVIRONMENTAL DOCUMENTS Permits/Permit Applications	ACT
E0380	EQUIPMENT/MACHINERY Equipment (Non-Capital)	ACT
F0470	FACILITIES MANAGEMENT Assets Inventory Building Specifications Contractors/Subcontractors Contracts, Facility Disaster Plans Facility Asset Records by BLDG. (Furniture, Office Equip., etc.)	ACT

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	Facility Drawings by BLDG.	
	Facility Inspections by BLDG.	
	Facility Permits by BLDG.	
	Facility Projects by BLDG.	
	Logger Program	
	Security	
F0480	FIRST AID TEAM RECORDS	ACT
	First Aid Team - General	
	First Aid Team Training Records	
F0230	FIVE YEAR PLANS	C+3
	Operating Plan	
	Strategic Five Year Plan	
G0150	GOVERNMENT LAWS/REGULATIONS/AGENCIES	SUP
	Copyright Records	
	Job Safe Procedures	
G0220	GRIEVANCES	ACT
	Grievances	
	Grievance Summaries	
I0440	INSURANCE — RISK MANAGEMENT	ACT
	Risk Assessment/Reports & Responses	
I0370	INVOICES	C+1
	Invoices	
J0010	JOB DESCRIPTIONS	SUP
	Job Descriptions	
J0060	JOB ORDERS/650 APPROPRIATIONS	ACT
	Job Orders/650 Appropriations	
L0460	LABOR RELATIONS	SUP
	Union Salary Records	
	Union Subcontracting Notifications	

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L0280	LISTS/DIRECTORIES Divisional Rosters	SUP
M0050	MANUALS Computer Instructions, Manuals EPA Guidelines Manuals Generated by R&D	SUP
M0140	MARKETING FILES Marketing & Sales	C+3
M0340	MINORITY AFFAIRS Minority Expenditures	C+3
M0390	MONETARY APPROVALS Monetary Approval Reports	SUP
M0560	MSDS DOCUMENTS MSDS Documents	P
N0110	NEGOTIATION PROCEEDINGS Negotiation Proceedings	ACT
N0130	NUCLEAR REGULATORY FILES Labelled Leaf Inventory Radiation Dosimetry Inventory Radioactive Waste Records Radiochemicals Inventory	P
O0070	ORGANIZATION CHARTS Organizational Charts/Rosters	SUP
O0080	ORGANIZATIONAL ANNOUNCEMENTS Organizational Announcements Promotions (Announcements) Retirements	C+1

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O0220	OSHA INFORMATION OSHA Information	SUP
P0810	PATENT COORDINATOR Invention Disclosures Patent Review Meeting Notices/Minutes	ACT
P0070	PATENTS Patent Applications	C+3
P0790	PED SMOKING BALLOTS PED Smoking Ballots	M+2
P0190	PERSONNEL/EMPLOYEE FILES Computer Account Request Forms Leaves of Absences Performance Appraisals Resignations Salaried Employee Files	ACT
P0330	POLICIES & PROCEDURES Policies & Procedures	SUP
P0622	PROJECTS Bid Packages Brand Name Development Calculations/Design Files Cigarette Intelligence Reports Cigarette Specifications Consultant Activity Reports Consultants Files Continuing Fellowship Information Contract Research Contributions Reports (Grants/Sponsorships) Correspondence, Technical	ACT

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	Engineering Drawings	
	Equipment/Machinery Evaluations	
	Evening Seminar Committee	
	Feasibility Studies/Proposals	
	Five Year Operating Budgets	
	Flavor Inventories	
	Flavor Specifications	
	Ideas	
	Internal Reports	
	Laboratory Notebooks	
	Literature Searches	
	Manuscript Review Board	
	Meetings Organized by Philip Morris	
	Monthly Development Summaries	
	Monthly Reports (of groups, teams)	
	Monthly Reports (of individuals)	
	Operating Reports (Year-End)	
	Packaging Materials	
	Packaging Specifications	
	PED Qualitative Test Reports	
	PED Quantitative Test Reports	
	PED Smoker Applications	
	POL Memoranda	
	Product Promotions	
	Product Specifications	
	Program Objectives	
	Project Costs Tracking	
	Project/Program Listing	
	QA Analysis Reports	

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	Reports (Monthly, Quarterly, Annual, Special)	
	Scientific Research Review Committee (SRRC)	
	Semiworks Production Reports	
	Semiworks Run Sheets	
	Smoke Methodology	
	State of the Union Speeches	
	Team Meeting Minutes	
	Technical Seminar Committee	
	Trip Reports (if related to research projects)	
	UPC Codes	
	Visiting Scientists Program	
	Weekly Reports	
	White Papers/Position Papers	
P0621	PROJECTS — ADMINISTRATIVE	ACT
	Air Freight Bills	
	Balance & Analysis of Capital (Monthly)	
	Budgets, Operating	
	Capital Projects Performance Reports	
	Cigarette Transfers (not Factory Smokes)	
	Cost Information/Estimates	
	Expenditure Analysis (Monthly)	
	Idea Evaluation Team Records	
	International Cost Reports (Monthly)	
	Maintenance Project Summaries	
	Plant Engineering Project Summaries	
	POL Production Requests	
	POL Calendars	
	Production Schedules/Pilot Plants	
	Project Manpower Plans	

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	Specifications Steering Committee, Richmond Panel, Smoking Ballots Suggestions Synergy Meetings Team Charters	
P0780	PURCHASE ORDERS/REQUISITIONS Purchase Orders Purchase Orders (Non-Capital)	C+2
R0070	RECORDS RETENTION SCHEDULES Document Classification Scheme PM USA Records Program & Associated Forms Warehouse/Storage - Central File	C+50
S0810	SAFETY ISSUES Divisional Safety Inspection Reports Emergency Response Team Equipment Inspections Emergency Response Team - General Environmental Health & Safety Annual Reports Forklift Inspection/Maintenance Laser Safety Committee Safety Committee - Minutes Safety Glasses Program	C+5
S0360	SOFTWARE Licenses, Software	ACT
S0450	STANDARDS/SPECIFICATIONS Engineering Standards	SUP
S0631	SUCCESSION PLANNING Succession Plans	C+1

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S0730	SURVEYS & STUDIES	C+3
	Continuous Improvement Team	
	Surveys, Attitude	
	Surveys, Benchmark	
	Task Forces	
T0380	TRAINING & DEVELOPMENT	C+2
	Safety Training Records	
	Training & Development	
V0120	VOUCHERS	C+1
	Cash Vouchers	

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